

**INSTRUCTIONS FOR REVIEWING AND
OBTAINING COPIES OF BANKRUPTCY
CASE FILES AT THE
FEDERAL RECORDS CENTER**

The Federal Records Center (FRC) is a division of the National Archives and Records Administration (NAIA), an agency of the Federal Government. Although the FRC is not a part of the U.S. Court system, it does provide storage and reference service for non-current court records. The Federal Records Center serving the United States Bankruptcy Court, Western District of Texas is located at :

**Federal Records Center
P.O. Box 6216
501 West Felix St. Bldg.. 1, Dock 1
Fort Worth, Texas 76115**

Retrieval of an archived file from the Federal Records Center to the Court:

There is a \$25.00 fee for the clerk's office to retrieve the case file (must be paid before the record is retrieved). The process takes approximately 10 days. You will be notified by the Bankruptcy Clerk's Office when the file becomes available. The case file must be reviewed in the clerk's office.

To request copies of documents from the file to be delivered to you by mail or fax directly from the Federal Records Center:

The FRC accepts mail and fax requests for the reproduction of bankruptcy case files. Request forms for this service are available at all our Divisional Offices.

The following storage location information is needed to request copies of court records stored at the FRC. This information is available from the U.S. Bankruptcy Court where the case was closed. Get this information before contacting the FRC.

F.C. Accession Number

F.C. Location Number

Box Number

Case File Number

Case File Name

To obtain information for cases filed and closed by the U.S. Bankruptcy Court, Western District of Texas, you may contact the divisional office nearest you.